



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR MANAGEMENT AUDITOR

\$4,772 - \$5,757

AUDIT PROGRAM

300 Capitol Mall - Sacramento

RESPONSIBILITIES: Under the general direction of the Chief Deputy Commissioner, the Senior Management Auditor will manage the operations of the Department's Audit Program, including direct supervision of seven professional staff. This position may require up to 30% statewide travel. The successful applicant will perform the following duties:

- Train and supervise staff, and evaluate and document job performance; maintain uniform application of Department policy, laws, auditing procedures and techniques.
- Develop audit programs and monitor the internal accounting and administrative controls over the financial activity within the Department.
- Manage and perform operational, fraud, and EDP audits of the operations within the Department.
- Develop and manage the implementation of the audit plan for the internal audit function of the Department.
- Perform a department-wide risk analysis of the Department's operation for evaluation before implementing the SAM 20010 Internal Control Review for the biennial reporting cycle.
- Provide consultation, direction and oversight to CDI's response to audit findings and determine completion of planned corrective action.
- Provide oversight of the Department's information security function which includes development and implementation of policies and procedures for the physical security of CDI facilities, departmental operational recovery plan, and computer network/mainframe security.
- Participate in various task forces and committees – both Department-wide and statewide.
- Make presentations to the Insurance Commissioner, Executive Staff and/or other management staff as a result of various reports and reviews.
- Manage and perform special reviews as requested by the Insurance Commissioner and Executive Staff.
- Coordinate and act as liaison for outside audit agencies.

DESIRED QUALIFICATIONS/EXPERIENCE:

- Experience in managing an audit staff.
- Have working knowledge of CALSTARS or ORACLE Financials.
- Have demonstrable experience in performing complex analytical assignments.
- Knowledge and experience in governmental accounting and auditing standards and procedures.
- Strong analytical and oral/written communication skills.
- Good interpersonal skills.
- Analyze workflow and layout of various sub-systems within the Department.
- Willingness to travel.
- Have PC experience with spreadsheet and database applications (Excel & Access).

WHO CAN APPLY: Applications will be accepted from current State employees at the Senior Management Auditor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. ***Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, or reinstatement) on the State application.***

APPLICATION PROCEDURE: Send a standard State of California application to Priscilla Molina, Department of Insurance-Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. ***Please indicate "SMA # 194-4161-001" on the State application.*** For additional information, please call (916) 492-3260.

FINAL FILING DATE: **August 11, 2000 or until filled**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

8/1/00



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NOTE: Interested individuals, including list eligibles, must submit application by the final filing date in order to be considered for this position.

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8/1/00